



JOB DESCRIPTION: TRAINING AND DEVELOPMENT COORDINATOR

Job title:	Trainer
Salary:	£30k p/a pro rota
Location:	NWG Network office is Derby.
Hours:	30hrs per week - This role can be a job share, therefore may suit individuals who would like to explore secondment opportunities.
Accountable to:	Head of Communications
Key liaisons:	LSCB's, Children's Services, Police Protection Units, Health Services, private, voluntary, and statutory organisations who have lead responsibility for child sexual exploitation, a range of services that have responsibilities to Children Sexually Exploited i.e. Victim Support, Crown Prosecution Service, Therapeutic services, Foster Carers, Education, Training Providers, Commissioners
Job purpose:	To upskill professionals working with child exploitation, trafficking, and modern slavery
Scope of work:	To develop, deliver and co-ordinate the training for the NWG Network within the UK.

1. Develop Training

- 1.1. To develop training programmes inhouse or with external agencies covering the varied aspects of Child Exploitation, including modern slavery, child trafficking, trauma across all levels of business
- 1.2. To utilise the learning from the specialist team and other relevant national policy, research, reviews etc including operational cases, to ensure all training is up to date and current
- 1.3. To ensure the voice of the young people and parents is reflected in training programmes
- 1.4. To identify training programmes run by other agencies for the NWG to commission for members
- 1.5. To record all interactions accurately and execute any follow up tasks, ensuring a high level of data completion and accuracy, in strict compliance with NWG's policy and practice on information security.
- 1.6. Work collaboratively with team colleagues, volunteers and management to plan and execute their own efficient network.
- 1.7. Know the limits of own competence and knowledge and refer appropriately to colleagues when the situation calls for it.
- 1.8. Develop and monitor the training budget and income expenditure in line with NWG's business plan

2. Deliver Training

- 2.1. To deliver open courses and commissioned/bespoke training programmes developed by the NWG.
- 2.2. To deliver open courses and commissioned/bespoke programmes virtually and face-to-face.
- 2.3. To work with members and external agencies to ensure we offer training relevant to NWG members developed and delivered by external agencies
- 2.4. Draw on specialist knowledge and experience to ensure that information in training is to the highest possible standard with regard to new and emerging issues and relevant practice
- 2.5. Identify and encourage interaction between the delegates and specialists when areas of concern discussed could benefit from assistance by the NWG Specialist Team.
- 2.6. Organise own work effectively to maximise volume and successful outcomes.

3. Co ordinating Training

- 3.1. To co-ordinate training events run by the NWG both in-house and commissioned/bespoke courses
- 3.2. Provide reports on training events and spend
- 3.3. Organise and administer the training activity of the organisation
- 3.4. Ensure quality of courses remains high and consistent
- 3.5. Gain accreditation for new courses
- 3.6. Ensure all training is evaluated and informs ongoing development and delivery, addressing identified gaps

4. Managing Information

- 4.1. Ensure that all data recording, storage and transmission is in line with NWG policy and practice on information security.
- 4.2. Maintain timely and appropriate data collection.
- 4.3. Produce reports, information, and other documentation as and when required within deadlines, prioritising workload according to need and urgency.
- 4.4. Highlight trends, identify areas for improvement, good practice, and gaps in provision of services

5. Supporting Agencies and Professionals

- 5.1. Provide information to individuals and organisations around the benefits of the NWG Network as a single point of contact for guidance and support to improve scrutiny, strategies, action plans and case management
- 5.2. Liaise with other professionals and national governmental bodies where necessary to seek updated information on current issues including policy and research
- 5.3. Use well-developed communication and interpersonal skills to explain the service available and the benefits of care management to achieve a high-level of response and encourage engagement to tackling the issues.
- 5.4. Maintain an appropriate level of contact with team colleagues and other service providers and share information in an appropriate and timely manner, always maintaining appropriate levels of confidentiality.

6. Professional effectiveness

- 6.1. Work in collaboration with other team colleagues to ensure optimal membership to the NWG Network and initiate the relationship between the service and the member/organisation.
- 6.2. Support teamwork and display professionalism during daily job responsibilities. Participate actively in team meetings.
- 6.3. Maintain and comply with NWG policies and procedures.

- 6.4. Maintain a high-level of professionalism in manner and communication.
- 6.5. Maintenance and development of current knowledge of the NWG Network, current knowledge of the national position, interpersonal skills, and IT skills.
- 6.6. Undertake audit and supervision as stipulated, participate in performance management and self-assessment.

7. General

- 7.1. The post holder may be required to work across the UK in line with service needs and may be required to undertake overnight trips.
- 7.2. To undertake any other tasks/duties as requested/required by the CEO.
- 7.3. The post holder must at all times carry out his/her responsibilities with due regard to the policies and procedures.
- 7.4. All staff have a responsibility to participate in the NWG Network development and to contribute to their own development, and the development of any staff they appraise or are responsible for.

The above Job Description is not intended to be exhaustive, and the duties and responsibilities may therefore vary over time according to the changing needs of the service.

KEY COMPETENCIES

ESSENTIAL

- Experience of working within the field child exploitation, human trafficking and/or modern slavery
- Experience of developing, delivering and evaluating training in a professional context
- Be very organised, have a passion for customer service and an eye for attention to detail.
- Experience of working in line with policy and procedure related to reporting, recording and responding to safeguarding issues
- Knowledge of links to missing and human trafficking
- Enhanced understanding of legislation surrounding CSE, CE, trafficking and modern slavery
- Understanding of priorities for improving CSE, CE, Missing and trafficking work across statutory, voluntary and private sector activities in the UK
- Ability to listen to stakeholders and develop understanding of priorities for further action
- Ability to escalate concerns with authorities to highlight risks concerning potential/actual victims.
- A competent user of IT
- Excellent written and verbal communication skills
- Willingness to travel within the UK

DESIRABLE

- Train the trainer qualification
- Ability to tender for training opportunities
- Creative and innovative methods of delivery.

CONFIDENTIALITY

In the course of your employment you will have access to confidential information. You are required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the NWG interests. Information which may be included in the category which requires extra consideration covers both access and to the general business of the NWG and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your manager before communicating such information to any third party.